

Spec. Code: 4795(0923)
Occ. Area: 02
Work Area: 078
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 09/16/94

CRAFT SHOP COORDINATOR

Function of Job

Under direction from a designated supervisor, to develop and implement craft activities and services and to coordinate the daily operations of a craft shop (such as one including a wood shop, frame shop, and other related activities).

Characteristic Duties and Responsibilities

1. assists supervisor by researching and developing goals, activities, facilities, programs, and budgets
2. manages wood shop and frame shop programs and services
3. orders equipment, maintains all equipment, programs cash register, and negotiates contracts with repair services
4. hires instructors, hires and supervises student employees, develops curricula, instructs participants, and provides outreach programs for arts, crafts, and music programs
5. meets with student groups, committees, and departments to design and develop booths, props, and equipment; writes appraisals for services; and supervises their construction
6. provides craft facilities, equipment, and supplies for walk-ins, academic programs, and the community
7. assists in marketing programs, services, and merchandise by providing displays and flyers, scheduling workshops, and assisting customers
8. serves in the absence of supervisor
9. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) Bachelor's degree with a major in art, design, industrial education, or a closely related field

or

- (b) Three years of progressively more responsible experience in art, craft, and wood shop operations, including at least one year in the instruction of these operations

or

- (c) Any combination of (a) and (b) above that totals three years
- 2. two years of experience assisting in the promotion, design, development, instructing, and management of art, craft, and wood shop programs in addition to the training/experience listed in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. thorough knowledge of woodworking, species grading, matting, framing, and safety
- 2. basic knowledge of computers
- 3. skill in the use of tools and equipment used in a craft shop
- 4. teaching ability in art, craft, and wood shop operations
- 5. managerial ability
- 6. supervisory ability